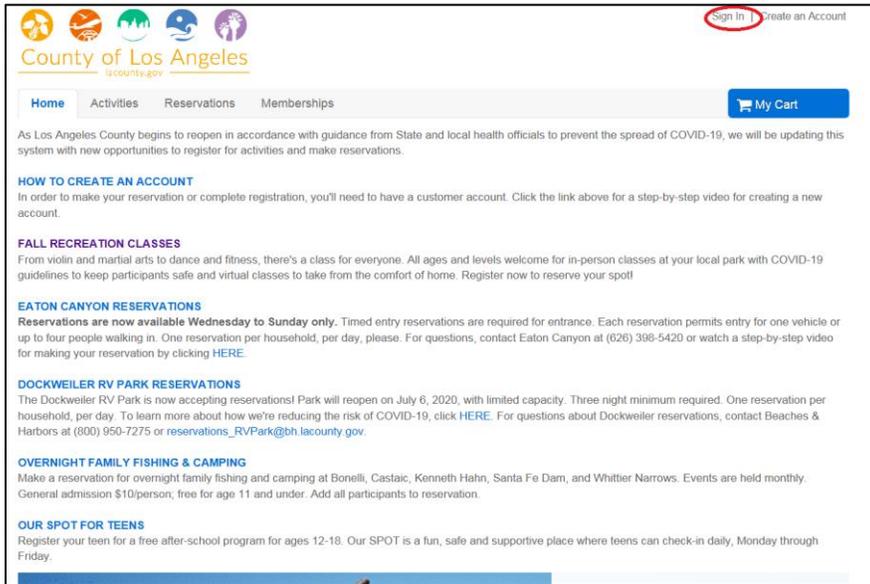


CONTRACT CLASS PROGRAM GUIDE

Running a Payment Due Report (Instructors)

1. Go to reservations.lacounty.gov.



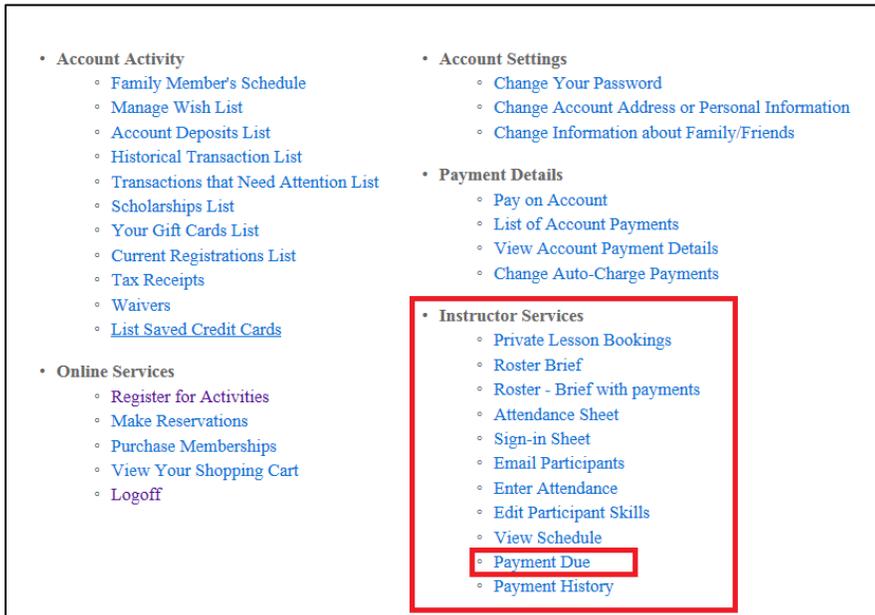
2. Log in with your email address (instructor's login) and password.

The screenshot shows the login page for the County of Los Angeles Reservations website. It features a section titled 'Already have an account?' with a 'Login' label above a text input field. A yellow tooltip with the text 'Please enter' is visible next to the input field. Below the login field is a 'Password' label above another text input field. A reCAPTCHA widget is present, including a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with links for 'Privacy' and 'Terms'. Below the reCAPTCHA are two links: 'Forgot your login name?' and 'Forgot your password?'. A large blue 'Login' button is positioned below these links. At the bottom of the page, there is a section titled 'Don't have an Account?' with a 'Create New Account' button.

CONTRACT CLASS PROGRAM GUIDE

Running a Payment Due Report (Instructors)

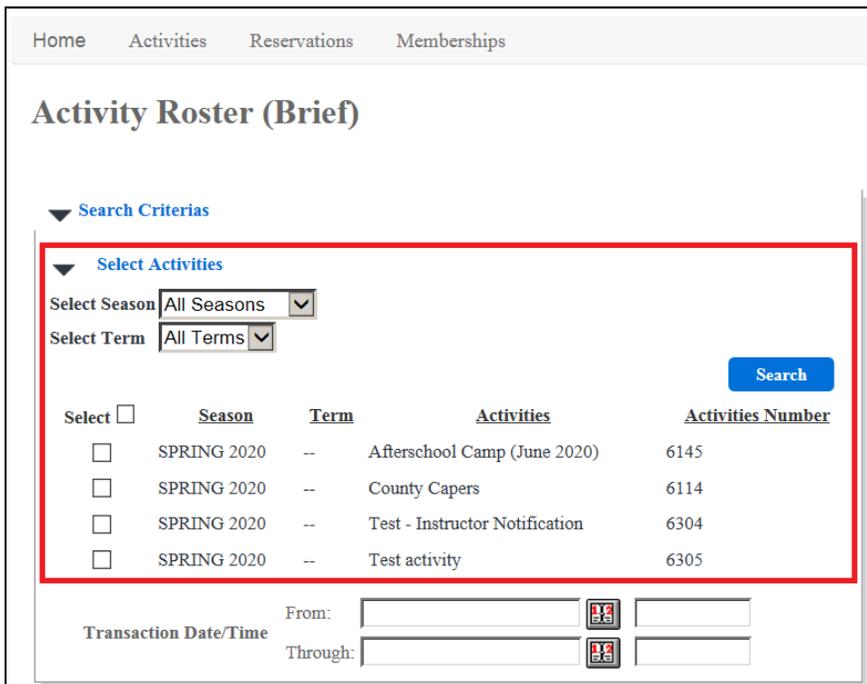
3. Click on “My Account” in the upper right corner.
4. Under Instructor Services select “Payment Due”



The screenshot shows a navigation menu with several categories. The 'Instructor Services' category is highlighted with a red box, and the 'Payment Due' option within it is also highlighted with a red box.

- Account Activity
 - Family Member's Schedule
 - Manage Wish List
 - Account Deposits List
 - Historical Transaction List
 - Transactions that Need Attention List
 - Scholarships List
 - Your Gift Cards List
 - Current Registrations List
 - Tax Receipts
 - Waivers
 - [List Saved Credit Cards](#)
- Online Services
 - Register for Activities
 - Make Reservations
 - Purchase Memberships
 - View Your Shopping Cart
 - Logoff
- Account Settings
 - Change Your Password
 - Change Account Address or Personal Information
 - Change Information about Family/Friends
- Payment Details
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- Instructor Services
 - Private Lesson Bookings
 - Roster Brief
 - Roster - Brief with payments
 - Attendance Sheet
 - Sign-in Sheet
 - Email Participants
 - Enter Attendance
 - Edit Participant Skills
 - View Schedule
 - **Payment Due**
 - Payment History

5. Under Search Criteria, select Semester, Term and Activity.



The screenshot shows the 'Activity Roster (Brief)' page. The search criteria section is highlighted with a red box. It includes dropdown menus for 'Select Season' (set to 'All Seasons') and 'Select Term' (set to 'All Terms'), a 'Search' button, and a table of activities.

Home Activities Reservations Memberships

Activity Roster (Brief)

▼ Search Criteria

▼ Select Activities

Select Season ▼

Select Term ▼

Select <input type="checkbox"/>	Season	Term	Activities	Activities Number
<input type="checkbox"/>	SPRING 2020	--	Afterschool Camp (June 2020)	6145
<input type="checkbox"/>	SPRING 2020	--	County Capers	6114
<input type="checkbox"/>	SPRING 2020	--	Test - Instructor Notification	6304
<input type="checkbox"/>	SPRING 2020	--	Test activity	6305

Transaction Date/Time From:

Through:

CONTRACT CLASS PROGRAM GUIDE

Running a Payment Due Report (Instructors)

6. Under Option, select desired filters.
7. Click on Run Report.

▼ Options

Name	Values
Include Payroll For	<input checked="" type="checkbox"/> Regular Assignments
	<input checked="" type="checkbox"/> Substitute Assignments
	<input checked="" type="checkbox"/> Instructor Reservation Bookings
	<input checked="" type="checkbox"/> Regular Private Lesson Assignments
	<input checked="" type="checkbox"/> Substitute Private Lesson Assignments
	<input checked="" type="checkbox"/> Instructor Timesheet Payroll
Group Report by	Instructor
Report Date Range	<input checked="" type="radio"/> Last month
	<input type="radio"/> Year to end of last month
	<input type="radio"/> Custom
From:	<input type="text"/>
To:	<input type="text"/>
Summary Report	<input type="checkbox"/>
Do not Show Activities / Permits	<input type="checkbox"/>
Where Payment Due Adds Up to Zero?	<input type="checkbox"/>
Do not Show Up-front Payroll / Ongoing Payroll if no Data Defined?	<input type="checkbox"/>
Output Type	Adobe Acrobat Reader

Run Report